

Web Development and Design

Sample Cover Letters

Cover letters are a versatile means of communication that reinforces the qualifications presented in your resume and highlights how your skills and personality would be a good fit for the company. Crafting a cover letter allows for expressing your personal qualities and interests that compliments your resume.

➤ Click topic to auto-scroll

- [Anatomy of a Cover Letter](#)
- ["Internship Applicant's" Cover Letter](#)
- ["Thank you" Note](#)
- ["Online Application / Text Box" Cover Letter](#)
- ["Job Applicant's" Cover Letter](#)
- ["Prospector's Cover Letter" / Letter of Inquiry](#)
- ["Follow Up After Interview" Cover Letter](#)
- ["Informational Interview Request" Cover Letter](#)

➤ Anatomy of a Cover Letter: [\(back to top\)](#)

Your Name
Your Street Address
City, State, Zip (2 enters)

Today's Date (4 enters)

Ms./Mr. First Lastname
Title
Company name
5 State Street
City, VT 05401 (2 enters)

Research to find the recipient's name.
If you cannot find their name, address
the letter "Dear Selection Committee:"

Dear Ms. Lastname:

Paragraph 1: State the position you are applying for and how you found it. State one characteristic of the company that you admire (shows you did some research). Describe your excitement to bring (2 skills) to the position. (2 enters)

Paragraph 2 (and an optional 3): Briefly give details concerning your background and experience. Provide one or two specific examples that illustrate the skills you mentioned in the opening paragraph. When providing examples, think numbers and accomplishments, showing what skills you will bring to their team/organization. Illustrate these skills with action statements reiterating what you express on your resume without redundantly repeating yourself. (2 enters)

Paragraph 3 (or 4): State that you are available for an interview or to further discuss your qualifications and give them a number to reach you. Describe any items you have enclosed. Re-assert your excitement to be considered for the position and thank them for their time. (2 enters)

Sincerely, (4 enters)

Your Signature
Type Your Name (2 enters)

If you are emailing your cover
letter, only type your name, leaving
one blank space before and after

➤ **Job Applicant's Cover Letter:** [\(back to top\)](#)

EMAIL SUBJECT: Website Database Programmer Position Application

Dear Mr. Broadus:

This email is in regards to my interest in applying for the Website Database Programmer position you have recently posted through CareerShift. While browsing the General Synthetics webpage I came across your data system optimization page and found it quite informative. The techniques and services provided by General Synthetics range across a wide and impressive spectrum. Aside from the variety of services provided, I was also impressed by the multitude of published projects which demonstrates how General Synthetics is a leader in custom web development and strives to be the best. With my skills and knowledge base I would be able to help facilitate this process and with my ability to adapt to different situations I would be able to prepare for a variety of projects.

During my studies at Champlain College, I have had the opportunity to hone my skills with XHTML, CSS, Java script, Flash/Action script, XML/XSLT, .ASP, My SQL, SQL server, CMS, SEO, PHP, and Perl. Inside the classroom I have committed myself to academic excellence. Beyond the classroom, I helped several local nonprofit organizations develop their websites. Examples of my work are available on my online portfolio at www.ChampTechJobs.com.

I am currently available for an interview scheduled at the convenience of General Synthetics. I have attached my resume detailing my academic knowledge and my technical skills. Thank you for your time and consideration.

I look forward to talking with you soon,

Curtis Jackson

➤ Internship Applicant's Cover Letter: [\(back to top\)](#)

Date

Mr. Charles Norris
ABC Web Consulting
1 East Salad Street
Springfield, MA 08777

Dear Mr. Norris:

My neighbor, Kathy Smith, a software consultant for ABC Web Consulting, recently told me about your opening for the Junior Software Engineering Internship. As a rising senior at Champlain College, I am very interested in this opportunity. I believe my training in XHTML, CSS, Java, Flash/Action script, XML/XSLT, .ASP, My SQL, SQL server, CMS, SEO, PHP, and Perl make me an excellent candidate for this position.

I am enclosing a copy of my resume, which outlines my academic achievements and experience providing technical support while working at the College's Help Desk. The current semester ends in April, so I would be available to relocate for the summer and join your team immediately.

I would welcome the opportunity to talk with you about this exciting opportunity. May I call your office next week to further discuss this opportunity? In the meantime, please feel free to contact me or view my online portfolio at www.champtechjobs.com if you would like additional information.

I look forward to speaking with you soon.

Sincerely,

Nicole Polizzi

Enclosure

➤ **Prospector's Cover Letter / Letter of Inquiry:** [\(back to top\)](#)

EMAIL SUBJECT: Java Architect Position Inquiry

Dear Ms. Ciccone:

I recently noticed a Java Architect position that XYZ Company promoted on JobSpot. As a soon-to-be college grad, I realize that I do not meet the experience criteria mentioned in your advertisement; however, I do possess many of the technical skills that the position requires. I am wondering if you have any entry-level openings for someone with my training and education.

Next month I will graduate with a Bachelor of Science in Web Development and Design from Champlain College in Burlington, VT. At Champlain, I received instruction training in XHTML, CSS, Java script, Flash/Action script, XML/XSLT, .ASP, My SQL, SQL server, CMS, SEO, PHP, and Perl. Please find attached my resume which contains additional information on my experience and skills. You may also be interested in viewing my online portfolio available at www.champtechjobs.com.

I would appreciate the opportunity to discuss available opportunities with you and to provide further information on my candidacy. I can be reached any time via my cell phone, 802-865-5462, or by email at first.last@mymail.champlain.edu. Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Calvin Broadus

EMAIL SUBJECT: Internship Opportunity Inquiry

Dear Mr. Zimmerman:

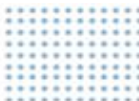
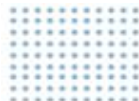
Throughout my studies at Champlain College, my professors have often mentioned ABC Web Consulting and the many interesting web development projects your company has been involved with. Your reputation for innovation and artistic integrity is well known. It seems to me that ABC Software Consulting would be the ideal place to learn "best practices" of a web development company. In fact, that's why I am writing you.

As a Web Development and Design major, I am seeking an internship for my senior seminar class next Spring. Does ABC Web Consulting ever offer such opportunities to college students? Would you consider doing so next semester? I am sure that my technical skills and exposure to XHTML, CSS, Java script, Flash/Action script, XML/XSLT, .ASP, My SQL, SQL server, CMS, SEO, PHP, and Perl would equip me to contribute to your team while learning first-hand from recognized professionals.

I am equally confident that the experience and recognition of working at ABC Web Consulting would prove valuable as I enter the job market upon graduation next May. Please find attached my resume detailing my academic knowledge and technical skills. Thank you for considering this request. I look forward to hearing from you soon.

Best Regards,

Terry Gene



➤ **Thank You Note:** [\(back to top\)](#)

174 South Willard St
Burlington, VT
(802) 865-5462
champtechjobs@gmail.com

March 3, 2010

Ms. Stefani Germanotta
Personnel Manager
GaGa Web Programming
1212 Center South Lane
Richmond, VA 23230

Dear Ms. Germanotta:

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day. I was particularly impressed with your team dynamics and professionalism at the office. Mr. Allen was generous to introduce me to most of the web developers and I will be corresponding directly with him to express my appreciation.

Again, thank you for your hospitality during my visit and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that GaGa Web Programming offers. I look forward to hearing from you.

Sincerely,

Charles Norris

Enclosure

➤ **Follow Up After Interview Cover Letter:** [\(back to top\)](#)

174 South Willard St
Burlington, VT
(802) 865-5462
champtechjobs@gmail.com
October 26, 2010

Ms. Nicole Polizzi
Human Resources Manager
Situation Corp.
1000 North Salad Road
Shores, NJ 05476

Dear Ms. Polizzi:

I enjoyed interviewing with you during your recruiting visit to Champlain College on October 25. The summer internship program you outlined sounds both challenging and rewarding. I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a Bachelor's degree in Web Development and Design. Through my education and experience I have had the opportunity to hone my skills with XHTML, CSS, Java script, Flash/Action script, XML/XSLT, .ASP, My SQL, SQL server, CMS, SEO, PHP, and Perl. I am confident that my education and work experience are a good fit for Situation Corp's internship program.

I have enclosed a copy of my college transcript and a list of references that you requested. Thank you again for the opportunity to interview with Situation Corp. The interview served to reinforce my strong interest in becoming a part of your team. I can be reached at (802) 865-5462 or by email at champtechjobs@gmail.com should you need additional information.

Sincerely,

Dwayne Johnson

Enclosures

➤ **Online Application / Text Box Cover Letter:** [\(back to top\)](#)

Dear Website Database Programmer Selection Committee:

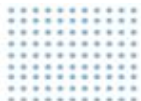
This message is in regards to my interest in applying for the Website Database Programmer position you have recently posted through CareerShift. While browsing the General Synthetics webpage I came across your data system optimization page and found it quite informative. The techniques and services provided by General Synthetics range across a wide and impressive spectrum. Aside from the variety of services provided, I was also impressed by the multitude of published projects which demonstrates how General Synthetics is a leader in custom web development and strives to be the best.

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I am currently available for an interview scheduled at the convenience of General Synthetics. I have attached my resume detailing my academic knowledge and my technical skills. Thank you for your time and consideration.

I look forward to talking with you soon,

Curtis Jackson



➤ **Informational Interview Request:** [\(back to top\)](#)

EMAIL SUBJECT: Informational Interview Request

Dear Mr. Broadus:

This letter is in regards to my interest in speaking with you about your experience in the field of Web Development. I am currently a junior at Champlain College majoring in Web Development and Design. As my coursework progresses, I find my curiosity of and passion for the subject growing rapidly.

Your company has an outstanding reputation and I would truly enjoy hearing what you are willing to share. I am particularly interested in learning how you entered the field as a freelancer.

I am currently available to briefly meet with you in person or over the phone at your convenience. I will contact your office early next week to see if you are available to schedule an informational interview. Also, please feel free to contact me at (802) 865-5462 or champstechjobs@gmail.com.

Your time is greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson

Relevant Resources:

[Best-Practices for Crafting a Resume](#)

[E-mail Etiquette: A Quick Guide to Writing a Professional E-mail](#)